



## Senior Legal Typist Recruitment # 103899-00103224-1MV21

Department:	Department of Motor Vehicles
Final Filing Date:	December 23, 2011
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - A \$2,589.00 to \$3,148.00 B \$2,894.00 to \$3,516.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this examination announcement may apply. Applications will not be accepted on a promotional basis. All applicants must meet the education and/or experience requirements by the final filing date as stated on this examination announcement.

### FILING INSTRUCTIONS

**The final filing date is December 23, 2011.** Standard State Applications (STD. 678) must be submitted by the final filing date via one of the following two options: postmarked by the U.S. Postal Service or hand delivered to the Department of Motor Vehicles and placed in the Examination Drop Box **by 5 p.m.**

The Standard State Application may be downloaded from the State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

Standard State Applications must be marked "Senior Legal Typist" and submitted by the final filing date using one of the two options on the next page:

## FILING INSTRUCTIONS — CONTINUED

### Postmarked by mail to:

Department of Motor Vehicles  
Selection and Certification Unit  
**Senior Legal Typist**  
P.O. Box 932315  
Sacramento, CA 94232-3150

OR

### In person by 5 p.m. to:

Department of Motor Vehicles  
Human Resources Branch  
2570 - 24th Street  
1st Floor Lobby - **Examination Drop Box**  
Sacramento, CA 95818

Standard State Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Standard State Applications will not be accepted via email or fax.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

## DEFINITION

**“Work of a legal nature...”** Applicants must clearly describe their legal experience.

**Note:** Routine handling of legal forms will not be considered as qualifying experience.

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the experience requirements for this examination by *the final filing date*.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, “II”, or “III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **EITHER I**

**Experience:** One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. Academic education above the 12<sup>th</sup> grade may be substituted for six months of the required general experience on the basis of either one year of general education being equivalent to three months of general experience, or one year of education of a business or commercial nature being equivalent to six months of general experience.

### **OR II**

Completion of a certificated legal secretarial program at either a regionally accredited college or business school approved by the Bureau of Private Postsecondary and Vocation Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.

## ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

## POSITION DESCRIPTION

Under general supervision, in either a secretarial capacity to one or more attorneys or in a typing pool, incumbents perform the following tasks: type, proofread, and edit various legal documents (e.g., pleadings, petitions, briefs, notices, legal opinions); type, proofread, and edit legal correspondence for attorney review and/or signature; prepare legal notices and/or forms correctly and ensure that they meet legal requirements; process (copy, file, serve, distribute) legal documents, notices and/or forms for filing with different entities; review incoming documents/correspondence to determine appropriate routing and/or processing; maintain follow-up records relating to legal matters in process and ensure that legal notices and/or forms are prepared and processed to meet legal requirements and deadlines; communicate with a variety of entities regarding the status of legal cases; make travel arrangements and prepare travel expense claims for legal personnel; prioritize workload in order to meet assigned and mandated deadlines; set-up, maintain, and purge legal and administrative files; retrieve, route, and deliver files and/or documents; track and report time spent on work-related tasks; and enter case information data into a caseload management system.

**Positions exist in Sacramento and Los Angeles only.**

## EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview, which includes a Pre-Interview Exercise, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

**It is anticipated that mandatory interviews will be held in February/March 2012.**

**Interviews will be conducted in Sacramento and Los Angeles only.**

## SCOPE OF EXAMINATION

### QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities listed below.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Technical legal terms and various legal forms and documents and their processing.
2. Various references such as dictionaries, English usage manuals, legal references, procedure manuals, and computer guides.
3. Structure and content of the business English language, minutes, reports, numerical and tabular materials at a proficient level, including the meaning and spelling of words, rules of composition, and grammar in a professional work environment.

### B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Establish and maintain effective working relationships.
4. Determine work priorities to ensure that assignments and projects are completed accurately and in a timely manner.
5. Perform complex legal clerical work, including the preparing and processing of a large variety of legal documents pertaining to administrative court proceedings.
6. Communicate effectively.
7. Follow directions.
8. Analyze situations accurately and take effective action.

## SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

## VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

## CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidates responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Standard State Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**The Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

## GENERAL INFORMATION—CONTINUED

**Veterans Preference:** Veterans Preference Points are awarded in open and open non-promotional entrance recruitments (examinations) requiring less than college graduation and two years of experience. Eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. Individuals who receive veteran's points are not eligible for career credits pursuant to Sections 18950.1, 18951, and 18951.5. NOTE: No veteran's preference points will be allowed once a veteran achieves permanent civil service status. To apply for Veterans Points, obtain a copy of the [Veterans Preference Application \(SPB1093\)](#) from the State Personnel Board or any departmental testing office and return it to the State Personnel Board with a copy of your DD214.

**If High School Equivalence is required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
California Relay Telephone Service for the deaf or hearing impaired  
from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

**Bulletin Release Date: December 5, 2011**

**KH/KH**